

Dear Region 8 Section Chair, OpCom member, and Committee of R8 member,

We have been invited by the R8 Director Vincenzo Piuri to the 122<sup>nd</sup> IEEE Region 8 Committee meeting in Vienna, Austria from 2 to 3 March 2024, with no possibility of remote participation.

Please, read carefully the instructions below before completing the Registration Forms. You can start arranging your travel and **purchase the flight tickets already now** if you don't need an entry visa to Austria.

**THE FACTS:**

122<sup>nd</sup> IEEE Region 8 Committee Meeting

Dates: 2-3 March 2024

Venue: Hotel Andaz Vienna Am Belvedere (address: Arsenalstrasse 10, 1100 Vienna, Austria)

Website: <https://www.hyatt.com/andaz/vieaz-andaz-vienna-am-belvedere>

Meeting website: <http://march-2024.ieeer8.org/>

**Deadlines:**

- Attendance confirmation: Wednesday, 22 November 2023
- Registration: Monday, 15 January 2024
- Reporting: Thursday, 15 February 2024

**CHECK-LIST:** We rely on your cooperation! Please **take care** of the following **eight (8) items** in order to ensure a smooth meeting:

**1 - ATTENDANCE REGISTRATION**

**2 - TRAVEL RESTRICTIONS**

**3 - ENTRY VISAS TO AUSTRIA**

**4 - TRAVEL**

**5 - REGISTRATION FEES FOR ADDITIONAL ATTENDEES**

**6 - CLAIMS/REIMBURSEMENT POLICY**

**7 - REPORTING**

**8 – PROVISIONAL MEETING AND SOCIAL EVENTS SCHEDULE**

**1 - ATTENDANCE REGISTRATION**

You will be required to fill out two registration forms accessible by the links below. To open these Google Forms you need to use your IEEE Google account. As part of IEEE membership, we all have access to such an account.

The **Attendance Form** is needed so that we can have an accurate estimation of the number of in-person attendees, as well as for issuing visa invitation letters well in advance.

The **Registration Form** is required to prepare the rooming list for the hotel with your arrival/departure data and your dietary restrictions. You may come back to your registration to add/change the details later. Please complete the forms as soon as you know the information, but no later than the deadlines, at these links:

**Attendance Form:** Ability to attend in-person, need for a visa invitation letter.

Deadline: End of **Wednesday, 22 November 2023, UTC**.

**Registration Form:** Final confirmation & arrival/departure info.

Deadline: **Monday, 15 January 2024, UTC**.

**2 - TRAVEL RESTRICTIONS**

Official information on the COVID and other entry restrictions can be found at the following link below. Please note that when having connecting flights there might be additional restrictions.

<https://europa.eu/youreurope/citizens/travel/travel-and-covid/austria>

Remember that volunteers engaged in IEEE travel voluntarily elect to participate in the activity with knowledge of the dangers involved. Volunteers should understand that IEEE will not indemnify them for any health risk or economic or other loss resulting from exposure to COVID or other dangers during travel. IEEE will not reimburse costs associated with mandatory or self-quarantine or isolation associated with IEEE volunteer travel.

### 3 – ENTRY VISAS TO AUSTRIA

List of states whose citizens, holders of simple passports, are required a visa upon entry on the Austrian territory can be found at the following link of Federal Ministry of the Republic of Austria <https://www.bmeia.gv.at/en/travel-stay/entrance-and-residence-in-austria/visa>. The fee for short stay entry visa to Austria (marked C) is EUR 80. Nationals of some states must be in possession of an invitation endorsed by the Federal Ministry of Interior, which they must submit when applying for a short-stay visa (e.g. Algeria, Egypt, Iran, Iraq, Jordan, Lebanon, Morocco, Nigeria, Tunisia, Yemen, etc.). For this purpose, the IEEE Austria Section will provide a list of applicants to the Immigration Office. More information about the supporting documents can be found on the website given above. Visa for travels to Austria have to be applied for at the appropriate Austrian Consulate [Search for Austrian Representations – BMEIA - Außenministerium Österreich](#), which is placed in the country where the applicant legally resides. Some more information regarding visa: [Applying for a visa \(oesterreich.gv.at\)](#). Visa application form: [Antragsformular Visum C NEU.pdf \(bmeia.gv.at\)](#). Those who need visas shall request from us an invitation letter needed to be submitted with the application by choosing the appropriate option in the Google [Attendance Form](#) (Deadline: end of Wednesday, 22 November 2023, UTC).

### 4 - TRAVEL

The main meeting is planned to start on Saturday, 2 March at 8:00 h (CET), and to end on Sunday, 3 March at 13:30 h (CET).

Committees of R8 in-person meetings will be held on Friday, 1 March 2024, 08:00–17:30 h (CET).

**Section Chairs:** Please plan to arrive on Friday, 1 March as there will be a Welcome Reception with the Austria Section presentation and a cocktail at Hotel Andaz Vienna Am Belvedere in the evening at 18:30 h CET, followed by a dinner. Your departure should be scheduled for Monday, 4 March, or if you need to leave earlier, Sunday, 3 March in the afternoon/evening.

**Newly elected Section Chairs** starting their office in 2024 are invited to arrive on Thursday 29 February, so they can attend an orientation session for the new Section Chairs on Friday 1 March 2024.

**Members of the OpCom and the Committees of R8** (previously called R8 Subcommittees) are also invited to arrive on Thursday 29 February, to take part in the Committees in-person meetings in the morning on Friday, 1 March. Please note that this does not apply to the corresponding committees' members.

**Accommodation:** The hotel reservation will be made for you after your registration using the Google [Registration Form](#) (Deadline: Monday, 15 January 2024, UTC). Region 8 will cover the accommodation for (up to) 3 or 4 nights (as explained above), only for the dates 29 February – 4 March 2024. You will have to take care of getting to the venue and back home (the costs will be reimbursed). Please note that Hotel Andaz check-in time is after 15:00 h on the day of arrival and check-out time is until noon on the day of departure. A public parking space is connected to the hotel and will be charged € 4,00 per hour or € 40,00 per 24 hours. Please note that parking spaces cannot be reserved.

Any additional nights outside the above dates in the Hotel Andaz have to be arranged and paid for by the participants themselves using individual booking option. The discounted prices are: King / Twin Room, single € 215.00, double € 245.00 per room per night, including breakfast buffet and value added tax and city tax. The above mentioned rates can be booked, subject to availability, from 3 days prior and up to 3 days post the contracted group dates. The link for the Hotel Andaz Vienna Am Belvedere

individual booking is: [IEEE Region 8 Committee Meeting \(hyatt.com\) https://www.hyatt.com/en-US/group-booking/VIEAZ/G-IEE1](https://www.hyatt.com/en-US/group-booking/VIEAZ/G-IEE1) (group discount code G-IEE1).

**Flight tickets** can be purchased now if you don't need an entry visa, otherwise after obtaining the visa. Please select a convenient and inexpensive option on your own using standard economy class tickets. We kindly ask you to use websites such as [www.skyscanner.net](http://www.skyscanner.net) to find most economical options. The booked tickets can be reimbursed before the meeting through IEEE NextGen Expense Reimbursement (Concur). If the price of your ticket exceeds \$1,200, please contact Region 8 Assistant Treasurer Pascal Lorenz [lorenz@ieee.org](mailto:lorenz@ieee.org) for approval. Please note that Region 8 does not have the resources to book the tickets for you. However, [IEEE - IEEE Travel Program](#) offers such a service. Additional travel information, including the airport to the hotel transportation, will be provided in the **Travel Advisory** that will be shared on our [122nd IEEE R8C meeting](#) website at the beginning of December.

#### **5 - REGISTRATION FEES FOR ADDITIONAL ATTENDEES**

The 122<sup>nd</sup> Region 8 Committee meeting is open to all IEEE members (except the executive sessions). However, Region 8 covers the expenses only for the R8 Committee members and global IEEE guests invited by the R8 Director. This time, as the Covid-19 restrictions have been relaxed and lifted, it is possible for additional Section representatives and other IEEE members to attend the meeting, provided they also register (using the same forms described above) and pay a registration fee that covers the costs of: meeting room PAX (including lunches on Saturday and Sunday), the Welcome Reception on Friday, the sightseeing tour and the Gala Dinner on Saturday. The registration fee is \$500 for attendees and \$400 for their companions. Payment by a credit card using vTools Events is required before the deadline on Monday, 15 January 2024, at the following link: <https://events.vtools.ieee.org/m/383572>. The additional attendees will have to book their hotel accommodation individually. The link for the Hotel Andaz Vienna Am Belvedere individual booking is: [IEEE Region 8 Committee Meeting \(hyatt.com\)](https://www.hyatt.com/en-US/group-booking/VIEAZ/G-IEE1) .

#### **6 - CLAIMS/REIMBURSEMENT POLICY**

Please keep all the receipts for your travel expenses. The claim for reimbursement should be submitted using the [IEEE NextGen Concur system](#) using ERP4 code 9.01.102. If you are not registered with Concur, please do so now and use training videos on the website to learn how to use it. Specific instructions on how to claim reimbursement of expenses will be posted on the meeting website.

Please take note of the following important rules regarding eligibility for reimbursement for R8 for Section Chairs:

- The delegate is presently serving as the Chair of the Section or has been appointed as the Chair's substitute to represent the Section at the meeting. [See also IEEE [REGION 8 Bylaws](#) R8-3.3.5: A Section Chair who is unable to attend a meeting of the Region 8 Committee may appoint an alternate with power to vote.]
- The delegate (be it the Section Chair or the substitute) has been duly reported - prior to the meeting - as a Section officer at <http://officers.vtools.ieee.org/> .
- The delegate has not served in the current Section officer position for more than 4 consecutive years or for more than 6 years in total. [This is in compliance with the [MGA Operations Manual](#), Section 9.4.F.7.d.]
- The Section has submitted annual reports (Officer reporting, Financial reporting, Meeting reporting) to MGA in time. [Reports are due annually by the third Friday of February; see [IEEE Geographic Unit Required Reporting](#) for more details.]
- The Section has submitted its report for the IEEE Region 8 Committee meeting by Thursday, 15 February 2024.

#### **7 - REPORTING**

Every Section Chair, OpCom member and Committee of R8 Chair is required to send its Report in advance, providing information about past, current and future activities, membership development and other plans.

**Reporting:** is a link to Google Form for Reports submission: Sections, OpCom and Subcommittees. The deadline for the report submission is **Thursday, 15 February 2024!**

To be able to easily compare and share best practices and know-how, we have prepared reporting templates in MS Word format, containing the minimum specific content that needs to be reported. The templates can be downloaded from the [meeting web site](#) at the following links:

Report Templates

- [Template OpCom Member Report](#)
- [Template Section Reports](#)
- [Template Committee of R8 Report](#)

Since we don't use a printed version of the Agenda Book any more, the Subcommittees have the freedom to format the report according to their needs and modify the template or use a [Template IEEE Corporate Presentation](#), including pictures and other relevant information, and upload up to 5 files (max size of 10 MB each).

Please use the template as a starting point for your report, including all the necessary and other information you think would be interesting to other Sections and which you want to share with all of us. Upload the report in MS Word format and PDF. We may use the Word file to make adjustments to the formatting, if needed. Your reports and other submitted information will be available on the web page for the [122<sup>nd</sup> IEEE Region 8 Committee Meeting](#).

## **8 – PROVISIONAL MEETING AND SOCIAL EVENTS SCHEDULE**

### **Friday, 1 March 2024**

08:00–18:00 Committees of R8 in-person meetings  
18:00–19:30 Welcome reception: Austria Section presentation & cocktail (Foyer)  
19:30–23:00 Welcome Dinner (room Lower Belvedere 1-2)

### **Saturday, 2 March 2024**

09:00–17:30 The R8C meeting, Day 1  
17:30–19:00 Sightseeing Vienna City  
19:30–23:00 Gala Dinner

### **Sunday, 3 March 2024**

09:00–13:30 The R8C meeting, Day 2  
13:30–14:30 Adjourn and lunch

### **Monday, 4 March 2024**

Departure or optional self-paid sightseeing

Please, send us your suggestions for the Agenda items that you want to be discussed during the R8 Committee meeting.

If you are Section Chair and not going to attend the meeting, you can delegate your vote to a Section representative (alternate). Please forward this email to your alternate and ask him/her to fill the Attendance and Registration forms.

Thank you for your cooperation! If you have any questions, comments or need help, please feel free to contact me.

I would like to take this opportunity to thank you for your contributions to the success of IEEE Region 8 and its visibility!

Best regards,  
Ljupco Karadzinov, IEEE R8 Secretary  
[secretary@ieeer8.org](mailto:secretary@ieeer8.org)